Appendix D – Onboarding & Compliance Checklist

(Part of the BPS Start-Up Toolkit – clarity, compliance, and confidence for new founders.)

Use this checklist to meet your early legal, tax, and operational duties.

It forms part of your compliance record and should be completed before trading or alongside your business start-up pack.

Tick off each section once complete to confirm your initial compliance position.

Company Setup

☐ Register with Companies House or HMRC

☐ Obtain your UTR and Corporation Tax reference

☐ Check your SIC code and business description are accurate

☐ Check Companies House filing deadlines (confirmation statement, accounts)

☐ Verify registered office and service addresses are accurate

Banking & Finance

☐ Open a dedicated business bank account

☐ Set up cloud accounting software (QuickBooks, Xero, or FreeAgent)

☐ Connect your bank feed and reconcile opening balances

☐ Set calendar reminders for VAT, PAYE, and tax deadlines

☐ Review pricing, profit margins, and cash flow forecast quarterly

Insurance

☐ Arrange professional indemnity and/or public liability cover

☐ Add employers' liability if you employ staff

☐ Review business contents and cyber insurance

Data Protection & Privacy

☐ Register with the ICO (Information Commissioner's Office)

☐ Draft and publish your GDPR Privacy Policy

☐ Add cookie consent and privacy links on your website

Contracts & Legal

☐ Prepare engagement letters, NDAs, and terms of business

☐ Draft or review shareholder / LLP agreements

☐ Keep signed copies of all contracts securely stored

Website & Branding

☐ Register your domain and set up a professional email

☐ Upload website privacy policy and contact details

☐ Create branded templates for invoices and proposals

☐ Add your business to Google Business and LinkedIn

Team & HR

☐ Register for PAYE (if employing staff)

☐ Issue written employment contracts

☐ Set up payroll, pensions, and payslips

☐ Complete right-to-work checks and personnel files

Health, Safety & Premises (if applicable)

☐ Complete a workplace risk assessment

☐ Ensure fire safety and first-aid measures are in place

☐ Display statutory H&S posters (for UK employers)

Marketing & Operations

☐ Prepare a basic marketing plan (budget, target audience)

☐ Set up CRM or client tracking system

☐ Create standard operating procedures for key tasks

Tip: Keep this list as a printed record in your business compliance file or digital binder.

Update annually to ensure ongoing accuracy.